

CONTINGENCY MANAGEMENT TRAINING AGREEMENT

The Oklahoma Department of Mental Health and Substance Abuse Services has partnered with the South-Southwest Addiction Technology Transfer Center at the University of Texas-Austin to make training on Contingency Management (CM) available for one site for each of the 24 contracted service providers. The training includes a leadership kick off meeting, a series of four weekly 90-min sessions, and monthly group and individual organizational coaching sessions across an 18-month implementation period.

The goals of the CM Training Program are not only to train providers in this intervention, but also to support implementation and long-term sustainment and spread of CM in your programs. Participants in this training program will be asked to commit to these overall goals and agree to the training requirements identified below.

Project elements (all to be provided via zoom):

1. Executive sponsors will attend a kick off meeting.
2. Implementers of CM will attend four weeklies 90-minute training sessions (executive sponsors are also welcome to attend).
3. Training participants will use a simple worksheet to plan a CM project.
4. Following the training, the staff who will be implementing CM will participate in monthly group coaching sessions (several sites grouped for peer support) and in individual organization level coaching sessions to support the implementation effort. (Other staff who are supporting the CM project are also welcomed to attend.)
5. Every 6 months during the 18-month project, an all-sites meeting will be conducted to support progress, celebrate successes and explore lessons learned.
6. The CM training and coaching will focus on CM, and will not provide any clinical supervision or guidance regarding the care of individuals.
7. Please provide the names, emails and title of all of the staff members from the designated implementation site who will be participating in the CM training and coaching. At least two staff are expected in order to ensure implementation success. You can send as many staff members from the implementation site as you like.
8. We are asking a leadership representative, an executive sponsor, to provide the information requested below as a means of stating your support for this project, and your plan to provide the participants with the support and resources they need to effectively implement CM.

Organization Name: _____

Organization site that will implement CM (name and address):

Name	Email	Title
Information for the leader / Executive Sponsor submitting this information		

Executive Director Signature: _____ Date: _____